



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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313\*16  
X5

1. Application Date 5/8/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-28		Date Received JUN 20 1973	Date Completed JUN 26 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Staff Services Division - Management Services Section P. O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact Sgt. Portwood	5. Working Title Assistant Director
		6. Tel. No. 656-6059	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title <del>On</del> Job Cadet - Trooper Training Files
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10. What is the function of the office in which this record series is created?
- The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records. The division is further responsible for accounting for funds, receiving and disbursing funds and budgeting for funds. The Division is further responsible for the procurement of supplies and equipment, their issuance and maintenance. The Division is further responsible for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- Documents relate to 13 months on the job Cadet-Trooper training for veterans.
- Includes data regarding training, training attendance record for Veterans Administration, Veterans Administration Enrollment Certificate, Veterans Administration Certificate of Eligibility, Application and Training Agreement under PL 90-77 issued by Georgia Department of Veterans Services, Trooper's Daily Activity Report (201), grades from tests and etc., and Schedule for Cadet-Trooper course.
- File arranged by patrol school number thereunder alphabetically by trainee's name.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Record
Letter-size File Drawers	1	1.5		1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 ft.	
				This Year's	Last Year's
				1 to 2 times	seldom
			AVERAGE DAILY REFERENCES	Preceding Year's	All Pri Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES [x] NO [ ]
14. Is there a duplication of this series in another office or agency? [ ] [x]
15. Is the information contained in this series ever summarized or published? [ ] [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? [ ] [x]
21. Does the record series contain documentation produced as EDP printout? [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [x] [ ]
- See attached sheet.
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:  
Federal funds are used to pay for portion of training.  
a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [x] FEDERAL LAW e. [ ] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)  
Citation; Attachment "C" of Circular A 102, issued 10-19-71 by Executive Office of the President Office of Management and Budget

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [x] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

[x] Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
[x] Transfer to [x] State Records Center [ ] Local Holding Area; hold 2 year(s):  
[ ] Destroy.  
[ ] Transfer to State Archives for permanent retention.  
[ ] Destroy immediately after cut-off.  
[ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):  
(X) Concur ( ) Nonconcur H H Clark, Lt.  
Director of Planning

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	<i>May 9 1973</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [ ] Disapproved	<i>[Signature]</i>	<i>5-10-73</i>
	State Auditor/Designee [x] Approved [ ] Disapproved	<i>William M. Dixon</i>	<i>6-22-73</i>
	Secretary of State/Designee [x] Approved [ ] Disapproved	<i>Carroll East</i>	<i>6-20-73</i>
	Attorney General/Designee [x] Approved [ ] Disapproved	<i>R M S Shell</i>	<i>6-25-73</i>

STATE RECORDS COMMITTEE